



**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES**

P.O. BOX 119
HONOLULU, HAWAII 96810-0119

February 7, 2011

COMPTROLLER'S MEMORANDUM NO. 2011-05

TO: All Department Heads

FROM: Bruce A. Coppa
State Comptroller

A handwritten signature in black ink, appearing to read "Bruce A. Coppa".

SUBJECT: Delegation of Approval Authority for Certain Computer Hardware and Software Acquisitions

In Executive Memorandum 11-01 dated January 19, 2011, the Governor referenced the process of procuring goods, services, and construction and purchasing health and human services. This memorandum clarifies Item 21. f.1 and use of the ICSD-205 form as it relates to the purchase of equipment under Administrative Directive (A.D.) No. 77-02 or A.D. No. 87-01 (relating to IT and TC services, facilities and resources).

Item 21 f.1. specifies the process for obtaining preliminary approval for requests to purchase equipment under A.D. No. 77-02 or A.D. No. 87-01 from the DAGS Information and Communication Services Division (ICSD). These types of equipment purchases must receive preliminary approval from DAGS ICSD using the ICSD-205 form that has been completed and approved by the departmental DP Coordinator or designee, and approved by the director of the department.

Hardware and software purchases which meet all the following criteria are exempt from this preliminary approval process under A.D. No. 77-02 and A.D. No. 87-01:

1. Does not exceed \$10,000 per unit cost.
2. Does not require nor impact the central services or resources (e.g. State's data center) of the ICSD.
3. Does not require connectivity, installation upon, or use of resources of the State's telecommunication backbone, such as the Hawaii Wide-Area Integrated Information Access Network, Next Generation Network, or statewide microwave network.
4. Are not mainframe computers, minicomputers, and related hardware and software resources.

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Exemptions do not require that an ICSD-205 form be submitted for preliminary approval by DAGS ICSD.

To clarify 21.f.1 (2), departments must submit a written request to obtain Governor's approval through B&F for single purchase orders of computer-related, handheld and line communication devices, and other electronic equipment totaling \$50,000 or more. Unless exempted, an approved ICSD-205 should be attached to the written request.

Departments are reminded that all products and services must be acquired in accordance with the Hawaii State Procurement laws, other Hawaii Revised Statutes, and all pertinent policies and procedures of the State Procurement Office. If you have any questions about the procurement process, please call the State Procurement Office at 587-4700.

If you have any questions, please call Debra Gagne, ICSD Administrator, at 586-1910.

c: DP Coordinators